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Introduction

Welcome to the Troop Command Unit Administration Handbook. This handbook is intended to serve as a helpful guide in assisting full-time soldiers (AGRs), commanders, and 1SG's at detachment/company level in meeting critical unit administration tasks. This document does not replace regulations or SOPs.

The topics in this document are grouped into Administrative duties, Training duties, Readiness duties, and Supply duties. However, this grouping is simply to aid you in finding the topic you are looking for. Since we do not have one individual dedicated to each of the four areas of responsibility, each unit Commander and Readiness NCO is free to decide what division of labor works best for the unit's situation. Readiness NCOs may use this document to help distribute responsibilities between themselves and their subordinates.

The proponent for this document is the S3, 97th Troop Command. Please refer all comments and suggestions for improvement to the S3 at 801-523-4405, or email to 97tc@ut.ngb.army.mil.

Guide to success

Everyone develops their own recipe for success, and someone else's recipe may not work for you. However, most successful AGRs are very good at time management and organizational skills. If you don't already have a system that works for you, here are some suggestions.

Develop a suspense system to keep track of important meetings and items you are required to turn in to the battalion, Group, or State. Some people like to use a day planner, like the Franklin planner system to write down items that should be done on a given day. Other people prefer to use an electronic planner, like a Palm Pilot. Still others use the Microsoft Outlook calendar on their computers and set up an elaborate reminder system that keeps them current on the most obscure suspenses.

No matter what system you set up, it will only work for you if you like it and use it. If you're not sure what will work best, talk to other AGRs, or go to an office supply store and look at the day planners and calendars available.

In addition to a calendar or day planner, you'll need to decide how to keep track of all the papers that hit your desk. Most people find it helpful to have a suspense file made up of hanging folders, either numbered 1-31 for each day of the month or in some other fashion. Drop the papers into the file for the day you want to work on them.

The rest of the stuff in your office should be filed in a consistent way that makes sense to you and to someone else who might come into your office. Most units use a combination of the MARKS filing system and separate three-ring binders for transmittal letters (TLs), orders, etc. The MARKS system can be intimidating at first, and not every MARKS file number will apply to your unit, but if you take the time to understand it, you might find it very helpful to you.

On the next page is sample unit work plan. This list is a guide to what your unit should accomplish throughout the training year. Use this list as a starting point to develop your own suspense system.

Sample unit work plan

Daily

Customer service
Read email
Review suspense file
End of day security check of the building
Review orders requests

Weekly

SIDPERS review (verify that SIB TL changes were updated)
Strength report

Monthly

Promotions
Bonus certification/student loan repayment
Medical status (physicals, panographic x-rays, HIV, over_40, P3, P4)
Update training binder (monthly after drill)
Fire extinguisher serviceability inspection
Review unit ETS dates/retention counseling
Maintain unexcused absence roster
IDS test
Equipment status
Maintain unit alert roster/telephone tree
Review safety binder
Monitor additional duty appointments
Review MOSQ plans/ATTRs application tracking
Credit card/TMP mileage report to S-4
Recruiting summary
Weapons inventory
Weight control
MMPA review
EPS roster review
Feeder report to BN S-4 (DA Form 5913-R)

Quarterly

Review security clearances
Medical record review
Mob record review
Individual training/documentation
Forward alert roster to the BN (and company (-) if you're in the detachment)
Mobilization binder review
Weapon serial number inventory (every other month)
NCOER counseling
Rations and fuel forecast

Semi-annually

Key control inventory
CSDP review
Unit safety inspection
Review flagging actions
Unit safety council meeting

Update family care plans

Yearly

Annual fire extinguisher maintenance inspection
Facility fire drill
Hearing conservation training
Coordination with local law enforcement agencies
Annual safeguard program
Change all safe combinations
Employee review of hazardous chemicals list
Maintain MARKS file
Recruiting calendar update
Yearly Training Calendar (YTC) input to the commander and update

1. Signature cards – personnel

A valid, current signature card is required to be on file at the Military Pay Branch (USPFO), DCSPER-PSB and SIDPERS for you to process unit payroll, and access soldier personnel records. Complete a DD Form 577, have your commander sign it, and forward (or deliver) it to the appropriate office. Keep a copy in your MARKS file.

2. AWOL processing

When a soldier misses drill without prior approval, do the following:

a. Make sure the first line leader (FLL) attempts to contact the soldier to find out if an emergency has occurred. The FLL should document his/her efforts on the UTNG Form 1017 (Unexcused Absence Action Report).

b. Begin an AWOL packet on the soldier by completing the AWOL/Unsatisfactory Participant Worksheet. This worksheet is available electronically from the BN S-1 office.

c. Have the FLL prepare a counseling form (partially filled out), which the soldier will sign when he/she next comes to drill.

d. Deliver a Letter of Instruction/Unexcused Absence (UTNG Form 1018) to the soldier's home of residence. Use certified mail if personal delivery is not possible..

e. You may reduce the soldier after 5 AWOLs, and discharge after 9 AWOLs. Use UTNG Form 1019 to notify the soldier of intent to discharge.

f. Save all returned certification notices and copies of all letters with the AWOL packet.

g. After you sent the soldier a notice of intent to discharge, suspense the packet, then complete a UTNG Form 1049 (Request for orders) to request discharge of the soldier as an "unsatisfactory participant."

h. Keep a copy of the complete packet and forward the originals to the BN S-1 for AWOL discharge.

i. Make sure to collect all property assigned to the soldier, see Clearing Soldiers when they leave your Unit in this document.

Use the following references when processing AWOLS: NGR 600-200 chapter 8. AR 135-178 chap 3, 4.

3. Discharging soldiers

To discharge an enlisted soldier from your unit, reference NGR 600-200 chapter 8.

a. Complete a UTNG 1049 (request for orders) to initiate the discharge and attach appropriate substantiating documents (memo from soldier, AWOL documentation, DD 368, etc.).

b. Cite an appropriate paragraph as reason for discharge. If unsure what paragraph to use contact the Battalion S-1.

c. When discharge orders are received, forward all records you maintained on the soldier (medical, training file, individual mobilization file, clothing record, etc) to UT-DCSPER with a copy of the discharge order and Outprocessing Checklist (TC Fm 1011).

4. Transfers out of the unit

References:

a. Officers: NGR 600-100
b. Warrant Officers: NGR 600-101
c. Enlisted: NGR 600-200

Officers and warrant officers must be Duty Position qualified to be transferred or have waivers for the assignment approved by TAGO before orders can be published. Coordinate closely with BN S-1 for processing instructions on these cases. Enlisted soldier transfers do not require Duty Position qualification in the proposed MOS and are normally initiated by the soldier providing a written request to the proposed gaining unit. The memo is then sent through command channels to the losing unit who provides recommendation through command channels to the final decision authority. If the transfer is approved and orders are published, forward all files maintained at the unit to the new unit within 30 days, covered by a copy of the order and Outprocessing Checklist (TC Fm 1011).

5. Reception of new soldiers

Reference UTNGR 601-280.

a. Follow your battalion's "New Soldier Checklist." Track SIDPERS and Military Pay downloads to ensure soldier is picked up in the database. You should start worrying if the new soldier does not appear in SIDPERS in 3-4 weeks. Follow up with the BN S-1.

6. Strength reports

Submit strength and recruiting reports to the BN S-1 each Thursday NLT 1200. Use "Strength-Recruiting Report" Excel worksheet provided by BN S-1 PSNCO.

7. Physical follow-ups

Reference NGR 40-501. Physical follow-ups are medical problems identified during the soldier's periodic retention physical (ex: high cholesterol identified by the blood test). Normally the Det 5, UTSTARC will send a memorandum to the soldier with a copy to the unit stating the problem and the required solution. Ensure the soldier complies with the requirements of the memo. If the soldier ignores the memo, he/she is likely to face discharge from UTNG for non-compliance. Call Battalion S-1 for clarification if there are questions on what the soldier needs to do on a physical follow-up.

8. MDRB actions

Reference NGR 40-501. Medical Duty Review Board (MDRB) proceedings can be initiated by the unit or by higher headquarters, the latter typically happens as a result of medical problems discovered during the periodic retention physical. If the soldier receives a 3 or 4 in one of the areas of the PULHES, MDRB action in initiated to determine if the soldier can be retained in current DMOS and unit. A unit commander can request an MDRB action if he believes the soldier has a physical/medical condition that would preclude him from mobilizing with the unit.

MDRB action is also necessary to grant a permanent profile for one of the APFT events. If a soldier cannot run, for example, due to a medical condition, request the MDRB to grant a permanent profile for an alternate event.

To request MDRB action, use the checklist found on the intranet site under DCSPER-Medical. Forward the completed packet with medical records through Battalion S-1 for board action.

9. LOD

Reference UTNGR 135-381. Complete a Line of Duty Investigation (LODI) packet using UTNG Form 1039 (LOD Checklist). An LODI must be completed any time a soldier is injured while participating in military training. Even if the commander believes that the soldier was injured due to his own negligence, the LOD investigation packet must be submitted. Requirements for LODs change frequently, use the latest checklist found on the intra-net. Also complete UTNG Form 2850 (Abbreviated Accident Report) and forward with packet.

Note: to ensure prompt payment of any medical bills from a civilian medical facility and/or to ensure payment of any incapacitation pay, you must get authorization from UT-DCSPER-M as soon as possible. Contact the Battalion S-1 as soon as an injury occurs.

10. Information Tracking

Each unit is required to keep track of soldiers' APFT scores, weigh in/tape, NCOER's, Flagging, CTT, weapons qualifications scores; use the Muddy Database and UPS. Be prepared to periodically provide updated information to the battalion.

11. Flagging actions

Reference AR 600-8-2. When a soldier fails the APFT or exceeds the weight standards of AR 600-9, complete DA Form 268 (Report to Suspend Favorable Personnel Actions (FLAG)). Forward to SIDPERS on a TL with supporting documentation (a copy of the APFT card or weight control worksheet). Remember that the unit 1SG or commander must always counsel the individual in writing before flagging action takes place.

Once the soldier can pass the APFT or has lost sufficient weight and can meet required standards, forward another DA Form 268 to SIDPERS to remove the flag, and include your supporting documentation. Reference AR 600-8-2, Flagging Actions, for additional help. While "flagged", soldier is denied favorable actions, such as awards, schools, promotions, etc.

12. Weight/tape

Weigh-in is conducted twice a year in conjunction with the APFT. Use AR 600-9 and UTNG Suppl 1 to AR 600-9 to conduct weigh-in. If a soldier exceeds the screening table for weight, tape him/her. If necessary, initiate flagging action after written counseling. If flagging action is initiated, create a file on the flagged soldier. A monthly weigh-in is required for soldiers flagged under weight control. Weight control is a unit Commander responsibility, as an AGR you may be asked to assist with running this program.

13. APFT scores

Use DA Form 705 to record APFT scores. Load scores in the Muddy database. Use FM 21-20 to conduct the APFT.

14. NCOERs

Use AR 623-205 (Noncommissioned Officer Evaluation Reporting System). Specifically, chapter 5 addresses the NCOER in the National Guard. Generally, NCOER's are required annually unless it is the first NCOER an NCO receives. (That NCOER is a First. It is due during the annual period and comes due if the soldier has been an NCO for at least a 90 day period). The end of the normal rating period is the last day of the month. The end month for E9 and E8 is August, E7 is September, E6 is October and E5 is November. Complete NCOER for soldiers transferring from the unit, to the IRR, ING or another unit. Completing and tracking the NCOER process is a first sergeant responsibility. The unit clerk or BN S-1 Section Evaluation Report clerk is responsible for the administrative portion of NCOERs and for ensuring the rater has a working copy of an NCOER for each person in his/her rating scheme. Publish and update the rating scheme in coordination with the unit first sergeant.

15. Accession

The process is the same for Inter State Transfer (IST), in-service, or reps (non-prior service soldiers). Use your battalion's New Soldier Checklist. Create an Individual Mobilization Packet on the soldier. Add the soldier to your Muddy Database using the Soldier Info option. This adds the soldier to the MOBTNG and UNITDATA tables that are linked to the SIDPERS download. If the soldier is a REP ensure he/she has a NPSPT (aka BTOC) date. If the soldier is an E4 or above, create an EPS packet and request through the Battalion S-1 to add the soldier to the current EPS list.

16. E1-E4 advancements

The unit can (and is encouraged to do so) advance enlisted soldiers with an accelerated advancement if the First Line Leader and Commander recommend the action on a DA Form 4187. Keep track of soldiers eligible for advancement in your Muddy database. Occasionally, SIDPERS sends completed DA Form 4187 for advancement when a soldier is eligible for promotion, however, don't count on this. Time in Grade and Time in Service requirements with and without waiver are found in chapter eleven of NGR 600-200. When completing a DA Form 4187 for accelerated advancement include the soldier's paragraph and line, duty MOS, date of rank, date effective, and a comment that a Time in Grade and/or a Time in Service waiver is granted. The date of the commander's signature will be the same as the DOR and the effective date unless a retroactive date of rank is requested.

17. EPS promotions

Reference UTNG Pam 600-1. Use the Muddy database to track soldier data for EPS worksheets. This way the information will be available for use next year. Get copy of the soldier's Qualification Record (DA Form 2-1) to document schools, awards, etc. Input APFT and Weapons from your records. Prepare Promotion Consideration Worksheet (NGB Form 4100) and associated forms documenting points for soldier's approval and signature. FLL must review NGB Form 4100 with the soldier to ensure accuracy. Once the review is completed, the commander or first sergeant must sign the NGB Form 4100. Forward to the BN S-1.

18. Records reviews

Records reviews are completed yearly at the BN SRP (Soldier Readiness Processing). This update is critical to ensure soldier's records reflect correct and current information. Encourage soldiers to inform you throughout the year when their records require updates. Examples: change in marital status, birth of a child, desire to change SGLI, etc. During the SRP records custodians verify DA Form 2-1 data with the soldier. Battalion S-1 will update service awards at the SRP.

19. Change in marital status, birth of a child

When a soldier informs you he/she needs to update personnel records because of a change in marital status or the birth of a child, you will update the following forms:

DD Form 93 – Record of Emergency Data
SGLV Form 8286 – SGLI Election and certificate
DA Form 5960 – Authorization to start/stop/change BAQ

Submit the change to SIDPERS on a SIDPERS TL (Military Pay Branch will receive the information from SIDPERS via a download). Include completed documentation and a copy of the appropriate document, example: marriage certificate, birth certificate, divorce papers, death certificate, etc.

20. Extensions of enlistment

Enlistment extensions must be done in a timely manner because the soldier's pay and bonus are affected if the paperwork is late. Use NGR 600-200 as a guide, and examples forwarded from BN S-1 to help in proper completion of DA Form 4836. Automated DA Form 4836 is a Jet Form document. Accuracy is very important, and blocks 7 and 8 cannot have corrections. Verify information in block 7 with a PSB clerk over the phone.

21. ID cards

Reference AR 600-8-14. Currently, ID cards can be made in Draper by Group/Brigade S-1 personnel. Contact the Group S-1 and arrange a time for the soldier to meet with them. Group S-1 personnel will complete an ID card using the DEERS computer located in Troop Command. There are portable ID card computers that a unit may loan out and take to unit armory to make ID cards during drill. These computers are not always available and are not always functioning, so if you want to borrow one, submit a written request to the BN S-1 section explaining when and why you will need the equipment. Follow up on your request.

22. Montgomery GI Bill benefits

Reference UTNG Pam 135-7. Soldiers whose enlistment contract contains an authorization for the Montgomery GI Bill eligibility must successfully complete basic training and AIT prior to receiving their GI Bill benefits. Read the soldier's contract to ensure eligibility. The contract may include a GI Bill kicker, which is eligibility for extra payments. Make sure you know what the soldier is eligible for before you give information to the soldier. If a couple years passed from time of enlistment until the soldier is ready to use the GI Bill, he/she probably forgot what the recruiter said about eligibility.

When the soldier first returns from AIT, the unit must submit UTNG Form 1044R (Montgomery GI Bill Application) through the BN S-1 to UT-DCSPER-ESO (Education Services Officer). Submit this form regardless of whether the soldier has immediate college plans or not. You will receive an eligibility certificate (DD Form 2384, aka Notice of Basic Eligibility or NOBE) for the soldier back from the ESO. This form will be accompanied by an instruction letter of what to do with each copy of the form. After the soldier signs the NOBE, forward a copy to his TAGO file, a copy back to the ESO, and keep a copy on file in the soldier's individual training records.

Once the soldier enrolls in college, he needs to consult the school's VA office and provide them with a copy of DD Form 2384. The VA representative will complete the rest of the paperwork and the soldier should begin receiving GI Bill payments shortly.

If you are not sure that the soldier's previous unit submitted UTNG Form 1044R, contact the ESO. He/she will tell you if the application is on file or not. If a soldier is not receiving payments despite completing paperwork with the school's VA office, most likely there is a problem with the UTNG Form 1044R.

23. Student Loan Repayment Program (SLRP)

Student loan repayment is an enlistment (sometimes a reenlistment) program that must be noted in the soldier's contract, if unsure of soldier's eligibility, read the contract. The government repays student loans (up to a lifetime cap amount) for soldiers who are eligible for this program, making one payment every year over a designated number of years. Unit members are required to notify unit AGRs of loan status, to include, lending institution and loan amounts.

Each year on the soldier's anniversary date (RYE date), prepare DD Form 2475 for each loan and forward it to the lending institution along with SLRP Statement of Understanding signed by the commander. If the soldier brought a copy of his promissory note, include it with the packet, if not, the lending institution will usually send a copy back to you. When the DD Form 2475 is received back at the unit, forward it along with Certification of SLRP Payment memo to the State SRIP (Selected Reserve Incentive Program) Manager on a SRIP TL for payment.

24. Bonus Payment

Units will receive a monthly Bonus Incentive Roster from the State SRIP (Selected Reserve Incentive Program) Manager. Soldiers who are eligible for bonus payment will be highlighted. Have your commander initial next to each individual and sign the last page and return to SRIP Manager for Payment. This action verifies that individuals listed on the roster are in fact unit members in good standing. If the commander feels the soldier should not receive a payment (example: the soldier is AWOL), submit a suspension letter to suspend the SRIP payment. To reinstate the soldier at a later date, submit a letter of reinstatement. Use a simple memorandum format, or contact the BN S-1 for an example.

Soldiers who are flagged on SIDPERS due to weight control or APFT failure will not receive a SRIP payment. They should not be listed on the SRIP roster.

If the soldier transfers to the Army Reserve or is discharged through unfavorable action, submit a letter of termination along with the UTNG Form 1049.

When a new soldier returns from AIT, prepare Authority for Payment memo signed by the commander, and forward this memo and a copy of DD Form 214 to SRIP Manager for initial payment.

Suspend bonus payments for soldiers who transfer to the ING, and reinstate when they return.

25. Drill Payroll

Process drill payroll using the Automated Fund Control Order System – RFO/IDT (AFCOS-RFO/IDT) computer program within 3 days following drill. The AFCOS system comes with a very good manual, which is available on line on the UTNG intra-net. Become very familiar with the manual and you will have no trouble completing payroll.

Have your commander sign a printed copy, forward the original to SIDPERS and keep a copy on file. Within 24 hours following submission of automated payroll verify receipt at the USP&FO using the download program.

26. Request for Orders

Any time you direct a soldier to perform work for the unit, he/she must be on approved status for pay and/or retirement purposes. Your commander may allow the soldier to "split" drill, or pay him/her a Readiness Management Assembly (RMA). Your other two choices are orders, or orders for points only. If you intend to put the soldier on orders, you must have a copy of the orders before the soldier begins work. Follow this process for getting a set of orders:

a. Determine what work needs to be done, who is to do it, and when it needs to be done
b. Submit a request (using AFCOS) for orders at least 30 days out.
c. The orders should be approved within a week, and you should be able to find them on the intranet using the current query system. If you can't find them within a week, call the BN S-3 to follow up.
d. If you are processing orders for points only, call the BN S-3 to tell them you need orders for points only. They will help you input the orders correctly. These orders will not pay the soldier, but they do provide medical coverage in case of an injury and provide the soldier an Active Duty Retirement Point.

27. RMA (Readiness Management Assembly)

Readiness Management Assembly (RMA) funding is available for unit members to prepare for the upcoming drill. Most often, an RMA is paid to unit leadership for attending company or battalion training meetings, training workshops, rehearsals, etc, where planning and preparation takes place to ensure success of the unit's drill. There is a regulatory limit on the number of RMA's a soldier can be paid during any training year. Currently the limit is 24 RMAs.

Your allocation of RMAs will be determined by the BN S-3 office based on the number of RMAs the BN receives from the 115th EN Group. Traditionally, RMAs are not available until after the congressional budget is signed and funded at the beginning of the fiscal year. Typically, RMAs are not available at our level until December or January.

One RMA is paid for anywhere from 4 to 24 hours of duty. Only one RMA in a 24 hour period is authorized. RMAs may not be combined with drill pay, orders, or another RMA. One RMA pays the soldier the same amount of money as one day of active duty orders, but there is no travel authorization with an RMA. Depending on how many drills and RMAs a soldier has accrued in a given year, he/she may or may not earn a retirement point for an RMA.

Verify that the soldier performed duty, and process payment of an RMA through the AFCOS computer program following the same procedures as drill payroll, with the exception that a hardcopy forwarded to SIDPERS is not necessary. Establish a tracking system to ensure you do not overspend allocated amount of RMA's. Reconcile with the BN S-3 office every quarter to account for your expenditures.

28. Annual Training Payroll

Soldiers attending annual training will receive orders for the AT period. At the beginning of AT forward a Certificate of Attendance on a military pay TL with a copy of the orders to military pay branch. Indicate round trip mileage from home of record to the armory (or where ever the orders state the soldier should report) on each order. At the end of the AT period forward a Certificate of Performance on a military pay TL to military pay branch.

29. MMPA (Master Military Pay Account) Review

Once a month you are required to review the MMPA, you can get it in a download using the same FTP program (file transfer protocol) that you use with your AFCOS transactions. The MMPA should be available on the 5th of each month. You must review the MMPA against the DA 1379 you submitted, and against any performance certificates for all duty performed during the reporting period. For more information, see Appendix A of the ARNG Unit Level Finance Procedures Manual (the AFCOS manual).

If you find any discrepancies, prepare an MMPA discrepancy report and forward it to military pay NLT the 15th of the month. The USPFO requires a negative report, even though the finance procedures manual does not require one. So, make sure to send in a negative report. The format for the report is provided from military pay, although it is basically a memorandum format. If you need a copy, contact the BN S-1.

30. Civilian Acquired Skills Program (CASP)

CASP is not a widely used program, but certain individuals may be able to qualify for CASP based on their civilian job skills and experience. Reference NGR 600-200, Chapter 3 to determine if a specific MOS is eligible for CASP program. Submit required documentation specified in regulation through the BN S-1.

31. Simultaneous Membership Program (SMP)

Soldiers who are contracted with an ROTC program at their school are eligible to become SMPs. They must be contracted (which means they are starting on their junior year and have only two years of ROTC to complete, or as ROTC calls it, they are MS-3s), and not just simply enrolled in ROTC classes. A unit is authorized one SMP per every company grade officer slot on the unit's MTOE. If you already have a full complement of SMPs and another soldier is interested in the program, call the BN S-1 and ask for help finding another slot for the cadet elsewhere in the battalion. University ROTC administrators and representatives of the UTNG recruiting command stationed with ROTC detachments complete the soldier's SMP packet. They may contact you for information about the soldier.

32. Service Awards

Soldiers are authorized State Service Awards based on time in service with the Utah National Guard. Periodically review PQR to determine length of service for each soldier and submit in memo format for the appropriate award. Awards are given for the following timeframes:

a. Utah Service Ribbon: 3, 5, 10, 15, 20 years
b. Army Reserve Component Achievement Medal (ARCAM): 3, 6, 9, 12, 15 years
c. Armed Forces Reserve Medal: 10, 20 years

33. Military Awards

Reference UTNGR 600-8-22. A company commander may authorize the Utah Achievement Ribbon on a memorandum. Make sure that a copy of the award memorandum is forwarded to DCSPER-PSB to be included in the soldier's Military Personnel Record. All other award recommendations must be processed through the BN S-1. The BN commander may award the Army Achievement Medal (AAM), while the Group commander may award the Army Commendation Medal (ARCOM) and the Utah Commendation Medal. The Meritorious Service Medal (MSM) can only be awarded by the AG. Reference AR 600-8-22, NGR 672-1, and UTNG Reg 600-8-22 to determine eligibility for a specific award. Submit award recommendation on DA Form 638 to the BN S-1 section for processing.

34. Counseling

Counseling by leaders doesn't always have to be negative. You can give written positive counseling. Disciplinary counseling should be developmental, and to assist the soldier in improving the shortcoming. Reference FM 22-100 (dated August 1999), Leadership Counseling. All counseling should be documented using DA Form 4856, Developmental Counseling Form, dated June 1999. If you hope to process any type of a disciplinary action on a soldier, he/she must have received appropriate counseling first. This counseling must be documented and documentation maintained on file.

35. Family Emergencies

While a soldier is performing military duty, families should be able to contact soldiers in the event of an emergency. Often, the family will first notify the soldier on his/her cell phone. However, families should have access to an emergency phone number for the unit, and should call that number first. Depending on where the training is conducted, what types of orders the soldier is on, the chain of command must be notified by the family before the soldier can be released from duty. In case of a mobilization or OCONUS deployment, the family must first contact their local Red Cross office before the soldier is released on emergency leave. Make sure to publish emergency contact numbers whenever training away from the armory for extended periods.

36. Family Support Program

Each unit is required to have a family support program, which is coordinated by a military member POC and a family volunteer. These are most typically a husband and wife team. They are responsible to oversee the family support program, plan family support activities, and conduct annual briefings. Typically, the state family support coordinator sponsors an annual family support conference. Encourage your family support coordinators to attend. Most years there is funding available for invitational orders, which pay for the family volunteer to spend the weekend at the conference. Such orders will be published by the state family support coordinator, you just need to ensure your volunteer is aware of the conference and receives a set of orders. During an activation of the unit the family support volunteer assists other spouses and families.

37. SIDPERS Submittals

A large number of personnel transactions must be forwarded to SIDPERS upon completion. Use UTNG Form 3815R, which is also known as the SIDPERS TL. Periodically (about twice a year) review unit Personnel Qualification Report (PQR) to determine accuracy of information in SIDPERS. To understand PQR codes, refer to NGB Pam 25-10. Changes to duty positions and addresses require a SIDPERS Change Sheet. For other updates to SIDPERS you will need a copy of the source document (example: marriage certificate, flagging actions, birth certificate, etc). Include your document or change sheet with the original SIDPERS TL and two other copies of the TL, and forward directly to SIDPERS. The copy of the TL should come back to you stamped that SIDPERS input has been completed.

38. Retroactive Promotions

Retroactive promotions are really advancements, because this term applies only to E4 and below. Reference NGR 600-200. Complete a DA Form 4187 for promotion. Write a memorandum requesting the retroactive promotion, explaining why the advancement was late. Forward the DA Form 4187 and your memo through the BN S-1.

39. Training Schedule Preparation (with a check list)

Companies are required to complete and turn in to the Battalion S-3 a training schedule for every IDT period as per the current the battalion’s YTC. A check list is provided for the companies to use to ensure all requirements are completed. Both the training schedule checklist and the training schedule must be signed by the company commander. The company commander should use the checklist during the company training meetings and during the final review of the training schedule. Preparation of the training schedule is not AGR responsibility. You are responsible only the for clerical portion of the preparation. Company M-day leadership identifies and develops training events. Training schedules are also required for Annual Training Events.

Timeline for a training schedule:

a. **SIX** months out: prepare a training schedule shell and provide it to the company commander, with copies to all platoon and section leaders. The shell contains the following in a SATS format: all information as listed on the company YTC for that month; all time blocks available for FLL and PLT leaders for their training; all mandatory requirements and the time when they will take place. Platoons/Sections/Squads annotate their training events in the time listed on the shell. They identify all training support requirements: ammo, demo, training aids, etc. You must end up with the completed shell in time to prepare a draft training schedule (next paragraph).

b. **FIVE** months out: prepare the draft training schedule, and provided it to the company commander for review and corrections as necessary. The company commander ensures the draft schedule is reviewed at the company training meeting. Submit the draft schedule to the BN S-3 office, accompanied by all support requests, at the monthly AO meeting.

c. **FOUR** months out: bring to the AO meeting a signed copy of the company training schedule. Once signed by the company commander, the schedule is considered to be finalized. The BN S-3 section will review the training schedule, obtain the battalion commander’s signature and return a signed copy to the company.

The SATs format for your training schedule should already be loaded on one of the computers in the armory. If not, then call or e-mail the BN operations sergeant to get a copy.

To tell what month you should be preparing the shell for check the battalion YTC. The shell, draft schedule, and final schedule due are listed for each month.

You must initiate a "request to train away from home station" as soon as your platoon/company leadership decides to train away from the local training area or your armory. Train away from home station requests are addressed later in this handbook. Changes to drill dates or locations must be approved through the chain of command. DAG approval is required for changes within 120 days of training.

40. Schools

MOSQ: All soldiers are required to be MOS Qualified in their assigned Duty Position. This qualification can be accomplished by attending Advanced Individual Training, a MOS producing school, or by submitting (and receiving approval of) a Civilian Acquired Skills Program (CASP) application. It is the responsibility of the Commander to ensure all soldiers are MOS Qualified. You should assist the M-day leadership by providing a list of individuals requiring schools and available school dates. The M-day leadership will counsel the soldier and instruct him/her to select a school date. You will then input an application into ATRRs and submit it through channels to get a reservation. You and the commander together must complete an Appendix H for each soldier. Appendix H is a mandatory checklist that identifies all requirements a soldier must meet to attend a school. BN will cut a MOS order with the DA 1059, showing completion of training.

NCOES (Enlisted Non-Commissioned/Officer Education System): The soldier must attend the appropriate NCOES course to be eligible for advancement to the next level/rank. The requirements for advancement are in NGR 600-200, and the UTARNG PAM 600-1. When the soldier meets all requirements for advancement, and has selected a school date, input an application into the ATRRS system and forward it through channels. A soldier can apply for NCOES as soon as he/she is above the line on the EPS list. These schools also require the completion of Appendix H. Soldiers above the line who do not enroll in NCOES within 90 days of publication of the list, should be removed from the EPS list.

SPECIALTY: These schools are for any additional training the soldier may need to attend. Submit these applications when the commander determines that the training is required or in the best interest of the unit. An ATRRS application and Appendix H are required.

The soldier must meet all prerequisites before an application is submitted. Make sure the soldier meets height/weight and can pass the APFT prior to going to the school. If you have any doubts (based on the last official APFT and weigh-in), test and weigh the soldier NET 30 days prior to school date. When soldiers are sent home from the school after failing to meet APFT and weight standards, it is an embarrassment for the soldier and the unit. A soldier can also be sent home if he arrives at school with an Appendix H that is not signed, or is incomplete.

If a soldier wants to attend a specialty school and your company commander supports him/her, submit a written request to the BN (with company commander's signature), explaining the reasons for the school. The BN S-3 office will attempt to get permission for the soldier to attend, based on available funding. The soldier must understand that he/she may have to be ready to go on a moment's notice.

41. Appendix H

Appendix H is a multi-page document that must be filled out by the unit, signed by the company commander and the soldier prior to the soldier attending any school. This appendix applies to enlisted soldiers only. It addresses prerequisites for the school, and the soldier MUST hand carry it when he/she reports to the school. When the soldier receives his/her welcome packet from the school, there is typically a blank appendix H in the packet that the soldier and the unit can complete. Alternatively, you can go to the 640th RTI web page on the UTNG intranet and download a copy of the checklist. Most schools have their own versions of the checklist, but the basic information is the same, so it doesn't matter which checklist you use.

42. TAM (Training Assessment Model)

This is an Annual Requirement of FORSCOM REG 220-3. Every company must submit an accurate copy of the TAM (on a disk and in hard copy) to the BN S-3 office NLT 30 days prior to annual training. The TAM requires specific information that reflects the projected AT attendance and training status of the unit. It requires a considerable amount of time to prepare correctly. Plan to spend several days ensuring all information is correct. Your TAM will be reviewed by the BN S-3 office and then again by the TAM evaluators several times during AT. Once your company commander, the battalion commander, and the AT evaluators agree on the TAM, and sign it, it becomes a completed post-AT TAM. This TAM is your company's report card that goes all the way up to Fifth U.S. Army.

There is also a requirement to submit an end of fiscal year TAM. If there has been a significant change in your METL assessment between the end of AT and the end of the fiscal year, that change must be reflected in the TAM. Contact the BN training officer by the end of August each year to verify what changes must be addressed.

43. QTB (Quarterly Training Briefing)

QTB is a quarterly briefing that the BN commander and BN CSM present to the state Adjutant General. At company level, your primary involvement with QTBs is to provide accurate information as requested by the BN S-3 and S-1 sections. Much of this information is already collected at the battalion headquarters through regular reports (ex: strength and recruiting reports, APFT and Weigh-in data, NCOERs, etc). Additional information may be required of you to ensure the Battalion Commander can brief the Adjutant General on the most accurate and up-to-date information available.

44. Leader Books

Leader Books are used for tracking completed training at all levels of the company and battalion. They are used to track and evaluate both METL and battle tasks. A leader book is also a tool to help first line leaders maintain individual records on their soldiers. The book should be updated during each training event, and the evaluation posted for all training the soldier/squad/platoon receives. It should also be used to track and document retention interviews. This is a non-inspectable document, but it should be maintained at the unit and available for review if requested by higher headquarters. Following is good guideline of what documents can be included in a leader book:

a. Section Alpha Roster, including all soldiers assigned to the section. Include: Name, Grade, SSN, Job Title, phone number and address, e-mail address, and a secondary point of contact.

b. Soldier Admin Data, which can be gathered from the UPS or Muddy and should include Duty Position, ETS, DOR, Primary and Secondary MOS, Skill Identifiers, Physical Data (PUHLES), HT/WT and % Body Fat.

c. General Training Data, including APFT results, last date of weapons qualification and score, Combat LifeSaver certification dates and dates of refresher courses, NCO education level. Also include other qualifications the soldier may have like hazardous material handler or first responder training.

d. Recruiting and Retention Data: UTNG Form 1107-R, retention counseling, bonus information, and the number of referrals towards a recruiting ribbon. This would also be a good place to keep NCOER and performance counseling records.

e. Family Support: List the names of the soldier's spouse and children, their civilian employment information, and personal information that may be helpful.

f. CTT, METL and TE&Os: Current Common Task Testing (CTT) data, a copy of the company Mission Essential Task Listing (METL), a list of the supporting tasks that the section will have to perform and a list of the associated Training and Evaluation Outlines (TE&O) for each soldier's MOS. It is important to track each soldier's performance on assigned tasks as well as the section's overall performance rating.

g. Maintenance: Current status of all assigned vehicles and equipment, a service schedule, and copy of shortage annexes for component inventory control.

h. General Logistics: Copies of section hand receipts, check lists, vehicle load cards, and a list of supplies that you need to order for future training.

i. Forms: Developmental Counseling Form DA 4856, Sworn Statement DA Form 2823, Duty Roster DA Form 6, and all other forms that are routinely needed for every day operations within the section.

A leader book should be simple and usable by all personnel assigned to the section so in the event of the leader's absence all pertinent information can be obtained. Ensure all training is documented and that the soldier administrative data is updated every drill.

45. Annual Training Mandays

Annual Training (AT) mandays are available only in conjunction with AT. Most of them have a requirement to be expended within a short time period of the actual AT period. These mandays are intended to provide the unit with additional help to prepare for AT and to clean/up and inventory after AT. You may bring your M-day soldiers and officers to complete specific tasks related to AT. The Type Duty Code (TDC) below will tell you what these mandays may be used for. Once the battalion S-3 office receives the manday allocation from Group, the training officer will notify each company how many and what types of mandays are available for your use.

a. TDC 121 (Advance Detachment) can be used only for the three days immediately prior to AT. These mandays are intended for your "advance party" personnel. As a rule of thumb, expenditures of this TDC must not exceed 10% of the unit.

b. TDC 122 (Rear Detachment) can be used only for the three days immediately following AT. Again, you must not exceed 10% of the unit on these types of mandays.

c. TDC 123 (Equipment Relocations) can be used to relocate your equipment to and from AT site, before or after AT. There is not a specific time frame on when these mandays may be used, however, common sense and security of equipment often dictate time restrictions.

d. TDC 127 (Admin/Log Support) are intended for any administrative or logistics tasks that must be performed to prepare the unit for AT and to help recover from AT.

As a general rule, a soldier should not be given more than 3 days of each TDC.

Depending on the TDC, you may receive both Officer and Enlisted days. Officer days can be converted to Enlisted at a conversion of 1 Officer = 2 Enlisted, or 2 Enlisted = 1 Officer.

If you do not use the AT mandays allocated to your unit, you are making a mistake. Use the days to prepare your unit for a successful AT period.

46. Weapons Qualification

Weapons qualification is a biennial requirement as outlined in DA Pam 350-38. The Pam's official title is Standards in Weapons Training, however, it is commonly referred to as STRAC. STRAC is in fact an official abbreviation for Standards in Training Commission (STRAC). Training NCOs must document and track weapons qualification status for all assigned soldiers. This information is required for (among other things) the monthly update at the battalion commander's training meetings.

47. Facility Reservations / Training Areas

All facilities (away from unit armory) needed for drill or AT use must be reserved and coordinated in advance. Examples of facilities to consider when making a training plan: weapons ranges, demo ranges, land navigation courses, dinning facilities, housing for soldiers (billets or bivouac areas), class rooms, etc. Reservations should be made as far in advance as possible to ensure the unit gets the training areas/ranges/facilities needed. Camp Williams has an annual reservations deadline for the upcoming year, however, if available, facilities may be reserved on a short notice.

To reserve facilities, call the Camp Williams Operations office, and verify that the areas you are interested in are available. Make sure to explain exactly what type of training you are planning so they can help you figure out the best facilities for your needs. They will make a reservation for you over the phone. Ask for a confirmation print-out and follow up again closer to the training date. Since training plans often change, facilities that were not available six months ago may be available now if the unit that reserved them changed its training plans. If at first you're not able to get the training areas you want, call in a couple of weeks to see if anything changed.

At Camp Williams, you must attend a coordination meeting the Wednesday prior to your weekend drill to receive keys and instructions for the facilities you reserved.

Some units have a Local Training Area (LTA) which is located in their community. There are very few approved LTAs in the UTNG. For your unit to be able to use a local training area, there must be a signed agreement between the UTNG and the land-owner. The agreement outlines exactly what type of training the unit is permitted to perform. Make sure you have a copy of the signed agreement, and that you understand the limitations on training. Do not use any local area without an agreement.

48. Training Aids

All training requires the use of some type of training aid. As you're planning an upcoming training event, make a list of all the training aids you do not have on hand. Submit a request to the battalion at the same time you submit your training schedule. Make sure to follow up on your requests.

49. Train Away From Home Station

Any time your unit wants to conduct training (for any length of time) away from your unit armory or already approved training areas like Camp Williams, or an approved LTA (Local Training Area), you must submit a Request to Train Away From Home Station. One other exception is when you are attending training directed by the battalion headquarters, in which case the BN S-3 will take care of the request.

Prepare your Request to Train Away From Home State in a memo format, and address the following items:

a. Location of training
b. Date and time of training
c. Owner of the land where training will be conducted
d. Type of training to be conducted and why the training needs to conducted at the requested location.

Two other documents that you must attach with your packet are:

a. Land use agreement
b. Record Of Environmental Consideration (REC)

The land use agreement will be prepared and approved by DCSOPS, but you must include in your memo sufficient information about your proposed site and what you will be doing there so someone can prepare an agreement. The REC also will require input from DCSOPS and the State Environmental Officer, but you can fill out a large portion of the document and submit it with your packet.

Submit your packet as soon as possible in the planning cycle, with the absolute minimum being 120 days prior to your training date. All such request must be approved in writing before the training can be conducted.

50. Record of Environmental Consideration (REC)

A Record of Environmental Consideration (REC) must be initiated by the unit when the unit plans to conduct training outside the approved LTA (local training area) or Camp Williams, UT. When participating in a battalion-sponsored training event, companies are not required to complete the REC. For Engineer units, training in this case refers not only to 12B training, but also to construction missions, aka projects conducted as community support, Forest Service support, etc. A completed copy of the REC will be provided to the unit with all project directives, or is available on the Internet under the Director of Environmental Resources section. Ensure that you have a signed Land Use Agreement for the outside of LTAs.

51. Annual Training Excuse

A soldier who cannot attend annual training must make a written request through the chain of command to the Adjutant General for an excusal. This request requires endorsement by ALL commanders in the chain, but is approved or disapproved only by the AG. These requests need to be forwarded as soon as possible after the soldier notifies the commander he/she cannot attend AT. Make sure your soldiers understand that until a written approval is received from the AG, they are not excused from AT and should be preparing to attend.

52. Alternate Annual Training Request

A soldier who cannot attend the regular annual training with the unit, but can perform a 15-day period during another time frame, may request to attend an alternate annual training. He/she must write a letter of request for alternate annual training through the chain of command to the Group/Brigade Commander, who is the approval authority for such requests. The letter should clearly state why the soldier cannot attend the regular training period, indicate when he/she can attend, the duty MOS and rank/SSN of the soldier. The soldier is not guaranteed that he/she will be able to attend an easier or “more preferred” type of training.

53. Security Clearances

A security clearance is required for certain duty position/ranks. This requirement is either indicated on the unit MTOE (ex: S2 officer position), the current Update of Military Occupational Classification (ex: 31U MOS), or is a command policy. It is currently the command policy that all promotable E6 and above should have a secret clearance. In order to obtain a security clearance, the soldier must submit a Request For Security Clearance using the computer program ESPQ. Each unit has a copy of this program on one of the unit computers. The State Security Manager is responsible for processing all security clearances in the UTARNG.

Once you enter all the information into the ESPQ program, the program will walk you through the validation stage, and once validated, the application is complete. At this point download the application on a floppy disk and print a hard copy of the validation. Forward the disk and signed validation page to the State Security Manager. Security clearances take a while to process, but it does not hurt to follow up periodically.

54. Physical Security

Every unit is required to maintain a physical security binder, and to comply with requirements of AR 190-11 for security of facilities and equipment. The BN physical security officer (typically, the full-timer training officer) will conduct a physical security inspection of every unit armory at least every 18 months. In addition, 115th Engineer Group, 97th Troop Command, or State Headquarters personnel may conduct physical security spot-checks. Make sure that an individual who wants to conduct a physical security inspection is on the access memorandum and is authorized to conduct such inspections. If you do not have a copy of the authorizing memorandum, call the BN S-3 office and verify if the individual is authorized to conduct inspections.

AR 190-11 provides guidance for day to day operations and safeguarding of personnel and equipment. In addition, your binder should contain a checklist to help ensure you know and understand what is required. Read it and understand it. Review your binder on an annual basis, make required updates, and correct deficiencies noted on the BN inspection.

55. Mobilization Binders

Mobilization Binders are a requirement as per FORSCOM REG 500-3-3 (also called the Reserve Component Unit Commander's Handbook or RCUCH) and the Utah Mobilization Plan. They are used to ensure units remember and comply with all mobilization requirements. The format for the binders is dictated by DCSOPS-M. They need to be reviewed and updated annually or upon change of key unit personnel. The best way to update them is to open up the first binder and go tab by tab. FORSCOM REG 500-3-3 and the State Mobilization Plan contain guidance on what information should be under each tab, and both provide a checklist. Make sure you're using the most current checklist. Mobilization files for each soldier must also be maintained IAW UTMP dtd 2002.

As of May 2000 all mobilization binders in the battalion were updated by the BN S-3 section. Your job now is to keep them updated every year. Keeping the information current (current commander's signatures, current alert roster, current equipment information, etc) will keep the binders usable.

56. Construction Missions/Reports

Your unit may be involved in community support projects or construction missions that assist a local community with projects they cannot otherwise fund. The most important aspect of these projects is that they combine community assistance with a valuable training experience for the soldiers. A project which has no MOS training value should not be initiated.

Once the outside agencies submits an official request to the AG for your unit to complete a project, and project is approved, you will receive a written construction directive from higher headquarters giving you the authority to begin the project. Do not begin any work without the written construction directive. The construction directive will be in memorandum format and will provide you with the following information:

a. What you are directed to accomplish
b. Acceptable time frame for the project
c. What types of equipment and MOS are required
d. What the UTNG and the outside agency are responsible for

The directive will instruct you to provide regular project/mission status reports. Copies of the reports are attached with the directive, and you are required to return a status report after each work period, i.e. at the end of each day you worked on the project, end of each drill, and upon completion of the project. The report is self explanatory, but if you need assistance filling it out contact the Bn S-3.

57. Key Control

Maintaining control over keys to all unit facilities is required by the Physical Security Program. Key Control program is outlined in AR 190-11. Use the computer program called KIRRS to list and track all keys used within the unit. The program is simple to use and when implemented will ensure positive control of all equipment and supplies. A checklist for the key control program is in your Physical Security Binder. Key Control is inspected as part of the Physical Security inspections. Keep your key control current, and insist soldiers leaving the unit turn in their keys.

58. Alert Roster

Each unit is required to keep and maintain an accurate alert roster. In the event of an alert for mobilization or natural disaster, use the alert roster to contact your soldiers. Forward a copy of your alert roster to the BN S-3 , and keep a copy in the MOB binder. Protocol for conducting an alert, whether a "practice" alert or a real one are described in Forscom Reg 500-3-3, follow it.

59. Requests from Outside Agencies

A cardinal rule: never commit to do anything for an outside agency. You do not have the authority. If you receive a written request, or are asked by someone to do a project, mission, task, favor or what-ever, your response should always be: Here is the address of The Adjutant General. Please send your request to Him. The

AG’s office will staff the request and if the request is approved, you will be notified in writing. During the evaluation process you may be asked to look at the project and provide an opinion about whether you can accomplish it or not. Even if you tell the BN that you can complete the project, do not begin any work until you receive a written approval for the project.

60. ATRRS Password

ATRRS is a national database that handles scheduling for all military schools. You cannot access the system without a valid password, and using someone else’s password can get you in hot water. Get an application from the BN S-3 office, complete and submit through channels. You should receive your password and authorization within 30-60 days. If you don’t have it within that time, follow up with the BN S-3 office. When you get the password, call the BN S-3 office and they will talk you through the instructions to get you set up. The ATRRS system is complicated and not very user-friendly, there are two levels of authorization, and it always takes help to get to the level you need. Additionally, this initial set-up must be completed within a specific time frame, so keep asking if your password has arrived. If you miss the time period specified on the password documentation you’ll have start all over. The password may arrive at the DCSOPS office in Draper, but it may come to your home address.

61. Signature cards -- supply

You will need to submit signature cards in order to pick up supplies from the PBO, Class I items from TISA, Class V items from ASP at Camp Williams (company (-) only), and OCIE items from the CIF. Complete a DA Form 1687 for each individual authorized to pick up items, and deliver or mail the cards to each of the above entities. Detailed instructions on how to prepare the cards are found in DA Pam 710-2-1, Chapter 2, Section V. Detachments are responsible for preparing signature cards from their detachment to the company (-). The cards have to be signed by either the company commander or the BN PBO. Contact the BN S-4 office to see who is authorized to sign which DA 1687.

Prepare separate signature cards for annual training, listing additional personnel you will authorize to request and receive supplies and equipment. Make sure to annotate these cards “for annual training only”, and list the exact dates these cards are good for.

62. Master hand receipts

The Battalion Property Book Officer (PBO) prepares and maintains hand receipts for all property maintained on BN property books. The PBO prints out a master hand receipt for each unit, which lists all property assigned to the unit. The master hand receipt is organized by sections that define the types of property listed on it. Currently the four distinct types of property (known by the Property Book Identifier Code or PBIC) are: #2 (OCIE), #8 (MTOE), #9 (Installation), and #4 (TDA).

The master hand receipt is updated every six months when there are changes and annually when there are no changes. At the time of the update, the PBO reconciles the master hand receipt with you and your company commander. At this point throw away all previous change documents. To learn more about the update process, refer to DA Pam 710-2-1, 5-3.

You will also account for your unit property using the automated ULLS-4 supply program. ULLS –4 “property on hand” must match the master hand receipt.

At the company level, you will receive a download from the PBO, and, once loaded into ULLS-4, it will show all property assigned to the company. At the detachment level, you will receive a master hand receipt from your company (-). You must reconcile the ULLS-4 program and the master hand receipt frequently to maintain the accuracy in both systems. For answers to ULLS-4 questions check the operators’ manual and/or call the battalion S-4 NCO.

As changes to the master hand receipt occur, the PBO issues change documents (DA Form 3161). Manually post these changes (in pencil) to the master hand receipt so current quantities are always known. Posting consists of finding the item on the hand receipt, writing the new quantity next to the old quantity, and adding or crossing out any serial numbers effected. In the event that a new item received is not on the master hand receipt, add it at the bottom of the page close to the LIN sequence or at the end of the master hand receipt.

63. Sub hand receipts

Company commanders hand receipt property to platoon/section level in order to maintain control of equipment and supply accountability at the level of the user. Make sure all property listed on your ULLS-4 program is assigned to a sub hand receipt holder. ULLS-4 will provide a printed sub hand receipt for the individual to sign. Keep these sub hand receipts on file, and update them semi-annually (if there have been changes), and annually (with no changes). Use your quarterly cyclic inventories as a tool to stay current on sub hand receipts and property accountability.

A sub hand receipt consists of the sub hand receipt and component checklists for all items that have components. The component checklists must be present for the sub hand receipt to be complete. Maintain component checklists IAW DA Pam 710-2-1, paragraph 6-2.

Prepare a shortage annex for missing component items IAW DA Pam 710-2-1, paragraph 6-1, file the annex with the hand receipt, and consult the BN S-4 office about ordering the shortages.

64. Temporary hand receipts

When you issue at item to a soldier for temporary use, complete a temporary hand receipt IAW DA Pam 710-2-1, paragraph 5-4. You have two choices of temporary hand receipts: DA Form 3161, which is only good for 30 days, or DA Form 2062, which is good for one year. If you unsure how long the item will be used for, use DA Form 2062.

65. Statement of charges

When a soldier loses property, first check AR 735-5 table 12-1. This table lists criteria based on cost of the item that will tell you whether to proceed with a statement of charges, or do a report of survey. Statement of charges is done on DD Form 362; use AR 735-5, paragraph 12-2 and examples for reference. Forward the completed DD Form 362 to the BN PBO for a document number within 30 days of completion. The missing item will then be dropped from the hand receipt and a new one ordered.

66. Report of survey

You will complete a report of survey when a soldier loses an item and the criteria in AR 735-5 tables 12-1 or 12-2 are met. Another reason to complete a report of survey is when a soldier fails to clear OCIE as he/she leaves the unit (in this case call the PBO for guidelines and requirements). To prepare a report of survey, complete a DA Form 4697 using AR 735-5, chapter 13; some examples are shown in the chapter. Keep in mind that if you thoroughly answer the five questions Who, What, Where, When, and Why, your report of survey will be completed and finalized quickly and painlessly.

67. Clothing records

You are required to maintain a clothing record on every soldier in your unit. A clothing record, at a minimum, will consist of:

a. DA Form 3645 or ULLS-4 hand receipt for OCIE (Organizational Clothing and Individual Equipment)
b. DA Form 4886, hand receipt for individual clothing
c. Acknowledgement of Federal Gun Control Act (aka Lautenberg amendment)
d. Statement of Clothing Accountability (E5 and above only).

Other items that may be in the clothing record are:

a. DA Form 3078 or CCDF issue form
b. Statements of acknowledgement to clear the unit

c. Spare key in a sealed envelope, issue forms from basic training

Account for OCIE using DA Form 3645/3645-1, or (preferably) an ULLS-4 hand receipt. The ULLS-4 hand receipt shows all property assigned to the hand receipt holder, and the statement "Showdown conducted on: _________" at the end. Other information pertaining to OCIE is found in DA Pam 710-2-1, chapter 10. When not in use, OCIE will be stored in unit armories, either in unit supply rooms in locked duffel bags, or in individual lockers.

Account for personal clothing using a DA Form 4886. Complete DA Form 4886 IAW AR 700-84, chapter 15 and examples in chapter 14. To find which items your unit is authorized to issue, consult CTA 50-900. Enter sizes as appropriate for sized items, and include the statement "Per Inventory _______" in the remark block as prescribed in the regulation. Do not forward the items into the next column unless there is a quantity change. It is not necessary to forward all items during the annual inventory.

Acknowledgement of Federal Gun Control Act. Every soldier in the unit must sign a form stating that he/she has never been convicted of a domestic violence offense prior to checking out a weapon. This form is also known as the Lautenberg amendment. It is easiest to have a new soldier sign this form at the time he/she is in-processing into the unit and receives the OCIE. Keep this statement on file with the rest of the soldier's OCIE documentation.

Statement of Clothing Accountability (E5 and above only). Individuals in grades of E5 and above are required to sign a statement of clothing accountability in lieu of an annual showdown inspection. The key to this form is to have the annual inventory date match the showdown date on the ULLS-4 hand receipt and the "Per Inventory" date on the DA Form 4886. This signifies that an annual showdown inspection is complete.

68. Clearing soldiers when they leave your unit

When a soldier leaves the unit, he/she must return all OCIE back to the unit. If the soldier is getting completely out of the military, and is not completing his/her enlistment obligation, the soldier must also turn in all personal clothing. If the soldier is completing the enlistment obligation (ETS or retirement), transferring to another unit, or is going to active (Army) service, he/she keeps the personal clothing. Officers and AGRs keep their personal clothing upon leaving the National Guard.

The best way to collect all items for turn in is to schedule an appointment with the soldier to come into the supply room and inventory and turn-in all items he/she is signed for on all hand receipts. Give the soldier a copy of all hand receipts indicating they are cleared, and let the soldier keep all non-recoverable items. Contact the BN S-4 office for a definition of non-recoverable.

If the soldier does not willingly come in to clear the hand receipts, call his/her last known home and attempt to schedule an appointment. If the soldier fails to show (or your can't get a hold of him/her after a couple of attempts), send a certified letter to the soldier instructing him/her to clear all property. Give a clear suspense date in the letter. If the soldier still fails to show and clear in the allotted time, conduct a physical inventory of any property signed for by the soldier that is stored at the armory. Make sure to have a witness for your inventory.

Following the inventory, make a list of shortages including the price, and send another certified letter to the individual listing the items he/she is short and the exact amount that will be collected by the government if the missing items are not cleared. If there is still no response, complete a DA Form 4697 (report of survey).

69. OCIE inventories

Annually inventory OCIE and personal clothing. For grades E4 and below, you must conduct a physical inventory and check the condition of each item. For grades E5 and above the soldier may sign the Statement of Clothing Accountability to complete the showdown. Conduct all inventories IAW AR 710-2, paragraph 2-17i, and AR 700-84, paragraph 15-4b.

70. Sensitive item inventories

Quarterly you will receive from the PBO a printout of sensitive items that are to be inventoried that quarter. Use the printout to prepare a memo for each hand receipt holder who is signed for the property, directing them to complete the inventory of their property. They must return to you a signed copy of the memo and inventory sheet documenting that they accounted for the property.

When all the property is inventoried and verified, have your commander sign the original printout. Show the commander the supporting inventories you received from the hand receipt holders. Make a copy of the signed printout, attach supporting documentation, and file for later reference. Return the original (without supporting documentation) to the PBO by the suspense date.

A detachment is a sub hand receipt holder for the company (-). The detachment will receive its sensitive item inventory from the company. At this point the detachment can further break down the sensitive item inventory in memo format to hand receipt holders, or can simply inventory property using the document received from the company. The original from the detachment sent back to the company will be part of the support documents for that company. The detachment must file a copy of the original and any supporting documents for future reference.

71. Cyclic inventories

Cyclic inventories are conducted in a similar manner as the sensitive item inventory, however, cyclics are conducted quarterly. At the beginning of each quarter you will receive from the PBO a memo listing the items that require cyclic inventory. The company may inventory using the PBO's memo, or can further break it down into separate memos for all sub hand receipt holders. Each hand receipt holder must complete the inventory and return the documentation to the supply sergeant. When all the property is inventoried and verified, take the original memo and all supporting documentation to the commander for signature. Make a copy of the signed memo and all supporting documents for your file. Send the original back to the PBO by the suspense date.

Remember that a detachment is just a sub hand receipt holder for the company, and the company (-) must provide a copy of the cyclic inventory to the detachment.

72. Primary hand receipt holder (PHRH) change inventories

A primary hand receipt holder (PHRH) is an individual who is signed for unit property, other than OCIE and personal clothing. When a PHRH leaves the unit, or transfers to another section in the same unit, he/she must clear the hand receipt. The hand receipt is cleared when the new individual assumes responsibility for the equipment, and signs a new hand receipt. The incoming PHRH must inventory the property before signing for it. While the outgoing PHRH is not required to be present for the inventory, it is a good idea for him/her to be available to answer questions.

To conduct an inventory with the incoming PHRH, print a new hand receipt, compare it to the outgoing PHRH's hand receipt, account for discrepancies, and visually inventory all property.

73. Document register

A document register (DCR) is used to keep track of supply actions. At the battalion level there are three different document registers: expendable, durable, and non-expendable. At company and detachment level there are two modified document registers:

a. Ammo/Rations/Clothing (detachments may not have any ammo documents in their register)
b. Expendable/Durable

A document number consists of the unit DODAAC, Julian date, and serial, for example: W90M65 1150-0001. The serial is a sequential number of the document you are using. You should have on file a memo signed by the BN PBO indicating which document numbers your unit is permitted to use. Documents in the Ammo/Rations/Clothing register are assigned numbers 0100-0199.

Document registers are maintained IAW DA Pam 710-2-1, Chapter 2, Section III, and your battalion's LOG SOP. You may maintain your document registers using either DA Form 2064 or an automated document register program as long as it meets the requirements specified in the regulation. Keep supporting documents IAW DA Pam 710-2-1for all document registers.

74. Ordering clothing

Personal clothing and accessories are ordered through the ARNG Central Clothing Distribution Facility (CCDF), which is located in Kentucky. This is an on-line ordering process. Refer to the CCDF User Handbook for instructions on how to use the site. You can download the handbook from the UTNG intranet site (pull up the intranet web page, choose DSLOG, Documents, Handbooks).

The CCDF site requires a user ID and a password. To order a password, call or e-mail the BN S-4 NCO.

When ordering clothing on-line from CCDF, print your order confirmation (your suspense copy), and file it in your document register under the document number you assigned to the transaction. The CCDF will assign its own document number to your transaction, don't let that confuse you; use your own document number to keep track of the transaction. The shipment will come with two (2) copies of the CCDF Form 3078. Replace the suspense copy in the document register with one copy of the CCDF Form 3078. Have the soldier sign the second copy when issuing the clothing, and file it in the soldier's individual clothing record.

75. Ordering expendable supplies

Order expendable supplies using the ULLS S-4 logistics program. Consult operators' manuals or the BN S-4 office for ULLS questions. Once the requests are processed on ULLS, copy the file to a disk, and print the commander's financial statement. Email the file to the battalion S-4 for review and processing. Fax or deliver the financial statement to the BN S-4 office, it will be compared to the file you emailed. The battalion S-4 will review the requests for accuracy, high priority items, AAC codes L, Y, and I for local purchase, excessive quantities and totally ridiculous items.

The BN S-4 will forward your requests to the USP&FO, and adjust the budget. Your items will be shipped to the battalion and you need to make arrangements to pick them up. AAC code items may be purchased by the battalion or referred back to the ordering unit for purchase. Excessive quantities and ridiculous items may be reviewed further with the unit, canceled or changed to maintain supply disciple.

76. Required sources of supply

The government has mandated that all authorized supplies be obtained from authorized vendors. These vendors are referred to as required sources of supply. They include Army depots, GSA, UNICOR industries, and other approved vendors that support National Industries for the Blind (NIB), National Industries for the Severely Handicapped (NISH) and Javits-Wagner O'Day support industries (JWOD). You must first check the required sources to see if the item is available from a required source. If you checked all the required sources and the needed item is not available, then the item may be ordered from a non-required source. Purchasing an item from other than a required source will most likely require the use of IMPAC procedures. Refer all questions to the PBO prior to purchase or ordering

77. Ordering of Class IX items

Class IX items can not be ordered by the unit supply SGT. Class IX items (example: heating stove parts, some chemlights, some batteries) are ordered by the supporting OMS. You do not need to process them through the ULLS system, but if you do input a request for a Class IX item by accident, ULLS will generate a Want List. Take this list to the OMS and ask them to order the items. Or, prepare a list of Class IX items in a memo format and take that memo to the OMS. The OMS should put a document number on each requested item and give a copy of the request back to the ordering supply SGT. The items will be shipped to the OMS, and the OMS will issue the items to the unit. You can then further hand receipt them to the individual needing the items.

78. IMPAC Card

One full time soldier in each unit (including detachments) will be assigned as the IMPAC (International Merchants Purchasing Authorization Card) holder. The IMPAC cards are used to purchase office supplies and other items that have an AAC on FED LOG of “I”, “L or Y”. All purchases and uses of this card are governed by Utah National Guard Pamphlet 715-9-4. You must follow guidelines outlined in the Pam. Every year once the budget is funded, the BN PBO will allocate dollar amounts to each cardholder. Monitor your spending so that the allowance will last the whole year. Items that you may purchase through IMPAC that require property book accountability are listed in the LOG SOP. If there is ever a question about a purchase, you must notify the IMPAC Authorizing Officer (the BN PBO). The attitude of “Buy first, ask permission later” will not be tolerated and will cost the purchaser money and revocation of IMPAC privileges.

79. Fuel and rations forecasting

For forecasting fuel, use UTNG Form 4005; for rations use UTNG Form 4004. Forecasts are due to the BN S-4 NLT the 5th of the first month of each quarter and will cover the next quarter. For example, the forecast due on January 5th is for the third quarter of the fiscal year (APR, MAY, and JUN). Forecasts are a best guess at what you will need, however forecasts are critical for planning and funding availability at the USP&FO level.

80. Rations

Utah National Guard units are governed by the Army Field Feeding System (AR 30-21). Instructions for use of the Army Field Feeding System for Inactive Duty Training (IDT) are contained in an All States Memorandum, Log #I96-0147. If you don't have a copy of this memorandum, get one from the BN PBO. This memo contains instructions on how to complete the following forms:

a. Use DA Form 5913 for both the Strength (request) and Feeder (consumption) reports. If you are being "self-supporting" for meals, you have to complete and turn in both versions of this form. Self-supporting means that your unit either contracts with a local restaurant to feed meals, or cooks its own food. Submit the request version of DA Form 5913 to the BN S-4 thirty days prior to drill, and the consumption version of the form immediately after drill (it is due at the USPFO NLT 5 days after completion of training). If you are being supported by another unit for meals (example, HHC), you only need to turn in the request version of DA Form 5913, and in this case you turn it into the supporting unit. The supporting unit will use your DA Form 5913 to prepare theirs, and to order enough rations to cover your soldiers, so you must provide your input far enough in advance so the supporting unit can complete its paperwork on time.

b. DA Form 3034 Production Schedule is used only if you are going to cook your own rations. This form is typically completed by the mess sergeant.

c. DA Form 5914-R Operational Rations Control Sheet is used to account for MREs. Use this form any time you receive MREs from TISA or issue MREs to soldiers. DA Form 5914-R should always reflect an accurate count of MREs on hand.

d. DA Form 3294-R Ration Request/Issue/Turn-in Slip must be submitted to TISA a minimum of 30 days prior to drill any time you request raw rations that the unit will prepare itself.

If you are feeding **A rations**, submit a DA Form 5913 (strength report) to the battalion S-4 who forwards it to USP&FO thirty days prior to training. Also submit the DA Form 3294 to TISA for the same number of soldiers as indicated on the DA Form 5913. NLT one week prior to drill schedule a time to pick up raw food from TISA. If you plan to purchase the raw food locally, TISA can make a menu sheet and shopping list upon request. Keep all receipts for purchase or issue as backup documentation of the transaction.

If you are requesting **commercial meals**, annotate the proposed vendor and number of meals to be purchased in the remarks block of the DA Form 5913 (strength report). USPFO will authorize the money through a commitment number and send the DA Form 5913 back to the unit. Meals should not be purchased without this authorization or a verbal authorization from a USPFO representative. You will pay the vendor using an IMPAC credit card. When you are selecting your vendor, ensure the cost of the meal will not exceed published meal costs.

To obtain operational rations (**MRE**'s), request them from TISA using a DA 3161. Account for MREs using DA Form 5914-R IAW AR 30-21.

Officers and AGRs must pay for their meals either by cash collection or by having the cost recouped using DA form 4187. The USPFO will publish the meal rate each year. If using a contracted vendor, officers and AGRs may pay the vendor directly, the meal rate in this case will be the cost the vendor is charging the government.

Once drill is complete, complete the DA Form 5913 (feeder or consumption report) to report the actual number of personnel served with A rations or the number of commercial meals purchased. Send this report to the battalion S-4 for review and forwarding to the USPFO.

Account for IDT and AT rations separately.

Unit mess records consist of DA Form 5913 Strength report, DA Form 5913 Feeder report, DA Form 3294 (if rations are drawn from TISA or purchased), and receipts. If commercial meals are fed, the mess records will include copies of all IMPAC credit card receipts. Keep these records together in the MARKS file in the 30 section for rations, and an additional copy in the document register. All documents require a document number, however documents relating to the same month may have the same document number.

81. Ammo management

Ammunition management is accomplished IAW DA Pam 710-2-1, chapter 11. Ammunition management includes forecasting, ordering and reconciling.

a. **Forecasting.** At the annual Yearly Training Calendar (YTC) planning workshop, each unit will forecast ammunition needs anticipated in the following training year. The workshop is normally held in March-April each year. After the workshop, finalize your ammo forecast and turn it into the BN S-3 office in memo format. Include the breakdown showing the type of ammunition, the amount, and month of projected use. Forecasting is also done following a training event where ammunition was not totally consumed. The unused ammunition is re-forecasted to another month within the training year. The re-forecasting memo should also include the type of ammunition, quantity, and the month of projected use.

b. **Requesting.** Complete a DA Form 581 NLT 120 days from planned date of use for all ammunition except for ammunition drawn from the Tooele Army depot; the depot requires 150 days from the planned date of use. The DA Form 581 must be completed IAW DA Pam 710-2-1, chapter 11 and all local guidelines. Refer all questions about requesting ammunition to the BN S-4 office. Forward the completed DA Form 581 to the battalion S-4 for review and further processing at the USPFO. Remember to reserve document numbers for live turn in and the dunnage turn in. Annotate those document numbers on the request DA Form 581.

c. **Pick Up.** Two weeks prior to the scheduled training, make a pick up appointment with the AGCW-ASP. Calling two weeks early helps prevent last minute problems, for example, there may be an ammunition shortage, or your DA Form 581 may be lost in the system and has not even made it to the ASP yet. Typically, you will pick up your ammunition on the last regular work day prior to the date of use, but, you cannot pick up ammo without an appointment.

d. **Firing.** During firing, use DA Form 5515 to control ammunition use, IAW DA Pam 710-2-1, chapter 11. Use this form to issue ammunition to a range OIC or NCOIC. Include all turn-in requirements for dunage -- all packaging materials you received from the ASP are recoverable as dunage. The supply sergeant may choose to maintain all ammunition and in this case DA Form 5515 would not be necessary.

e. **Turn In.** Following the firing, all live ammunition and dunage must be turned in to the ASP within five days. Use a DA Form 581 for turn-in, with all live ammunition on one DA 581 and all dunage on another. Use the document numbers you reserved in the request process above, as required for these documents.

Consumption certificates for all items totally used up (no dunage) will be required to complete the turn in, as well as Lost or Damaged certificates for all lost or damaged ammunition. Document numbers for the certificates are the same as the document numbers on the turn-in DA Form 581. Once the turn in is complete, file all documents in the document register in the prescribed sequence. The form numbers and directions can be found in DA Pam 710-2-1, chapter 11. Contact the BN S-4 with all questions relating to the ammo process.

82. Convoy clearances

Submit request for convoy clearances on a DA Form 1265 for all unit movements that meet the convoy criteria listed in DOD Regulation 4500.9-R and state guidelines. Contact the BN S-4 office with questions about convoy criteria. You must make sure that the DA Form 1265 is as accurate as possible and has all required information to ensure the shortest processing time. Block 1 of the DA Form 1265 must include the unit UIC and name of POC. Block 2 must include the entire unit address, and phone and fax numbers. Block 9 requires model numbers of vehicles to aid in the processing. Block 14 should narrate the route as closely as possible. In block 15 include data on planned rest stops and if none, leave it blank. In block 16 show only MTOE property, personal property and quantity of bulk fuel if any. Block 17 will include the ammo DODIC if applicable. Make sure to date and sign the form prior to submission. Request for convoy clearance should be submitted NLT 45 days prior to need.

83. Oversize & Special Haul permits

Oversize permits and special haul permits are required for any one vehicle hauling an oversize, overweight load or any explosive materials. Complete your request on a DA Form 1266 and submit NLT 24 hours prior to movement.

84. Gas card use

Each unit and detachment is issued a state fuel card for purchasing fuel for all unit fuel needs, except for GSA vehicles. Use these cards at only the authorized fuel vendors listed in the catalog issued with the card. Track the purchased fuel on a fuel log sheet for each card. Complete all blocks for each purchase, and forward the sheets to the PBO at the end of each month. If no fuel was purchased on a given card, write “Not Used” on the corresponding sheet, and forward it to the PBO. Submission of the log sheets constitutes the monthly fuel report.

85. Commercial transportation request

If you need to request commercial transportation (a bus or a cargo hauling vehicle), contact the BN S-4 office. The PBO or the S-4 NCO will need from you the dates and times of the trip, the start and destination points, the number of personnel, and the same information for the return trip. You will also need to email or fax to them a manifest listing all individuals traveling on the bus, in the following format: Last name, first name, middle initial, rank, social security number. A commercial bus request cannot be processed without a manifest. You can prepare the manifest in a memorandum format, or use a database print-out. The S-4 personnel will submit a DA Form 1610 and DA Form 1287 through channels to receive approval and funding for your request.

86. GSA vehicle request

If you need a GSA vehicle for your drill weekend (including a "blue-bird" bus), email or send a memorandum request to the BN S-4 office. Your request will then be forwarded to state for processing. Once the request is approved, you will receive an email or phone call from the BN PBO telling you which vehicle (number) is reserved for you and when you can pick it up. Make sure you return the vehicle clean and with a full gas tank.

87. Maintenance

Coordinate with your supporting OMS shop and unit maintenance personnel to ensure you annotate equipment maintenance on the four months out training schedule. You can also list scheduled services on your YTC, but remember to carry forward ones the unit did not accomplish. Annual services are required on all pieces of equipment, including M40 masks, weapons, radios, etc. The OMS will generate DA 5988-E on all equipment that is due a service.